

EMS ISD Policy Change or Creation Checklist

Title of Policy	
Requestor and Date	

Activity	Notes	Completion Date
Departmental review and initiation of policy change or creation		
Draft completed by Requestor and submitted to Student Services		
Superintendent's Leadership Team Presentation		
Draft emailed to PRC for review		
Policy Review Committee Approval		
Final Policy Approval by Superintendent's Leadership team		
Board Agenda Date		
Date of Board Approval		
Communication to Staff		
Policy available on District website		